

**Crestview Mutual Water Company  
Board of Directors - Board Meeting  
TUESDAY, MARCH 25, 2025, AT 5:30 P.M.  
Hampton Inn  
50 W. Daily Drive, Camarillo CA 93010**

**AGENDA**

1. CALL TO ORDER: REGULAR MONTHLY BOARD MEETING AT 5:30 P.M
2. SHAREHOLDERS' PUBLIC FORUM
  - Shareholders that wish to address the Board may speak for up to the agreed upon minutes on matters within the jurisdiction of the Board. With limited exceptions for brief responses and emergency matters, please recognize that the Board cannot discuss or act on matters that are not on this Agenda.
  - If you have a question that Staff can answer, please email, or call Crestview at any time.

**CONSENT AGENDA**

3. MINUTES
  - Board Meeting: Open Session and Executive Session Meeting Minutes – February 25, 2025

**INFORMATION ITEMS**

4. WATER SUPERINTENDENT REPORT
5. BUSINESS MANAGER REPORT
  - Cross Connection Control Plan Update
  - Annual Meeting Date Update
6. TREASURER'S REPORT
  - Report on Monthly Draft Financial Statements
7. PRESIDENT'S REPORT
  - Well 7 Site Selection Update
8. ADJOURNMENT OF REGULAR MONTHLY BOARD MEETING

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1. CALL TO ORDER – EXECUTIVE SESSION IMMEDIATELY AFTER CONCLUSION OF OPEN SESSION
  2. EXECUTIVE SESSION
    - Personnel Issues
    - Legal Matters
    - Well #7 Site Selection
    - Third-Party Contracts
  3. ADJOURNMENT OF EXECUTIVE SESSION

**Please contact the Office at least 24 hours ahead of the meeting if you plan to attend.**

**Minutes of the Meeting**  
of the Board of Directors of  
Crestview Mutual Water Company  
February 25, 2025

**1. Convened Public Meeting**

The meeting was called to order by President Dave Stephenson on Tuesday, February 25, 2025, at 5:30 p.m. for an in-person meeting at the Hampton Inn, 50 W. Daily Drive, Camarillo, CA.

Attendance and Quorum

Directors Present:

Dave Stephenson – President  
Alma Quezada – Vice President  
Laurie Bennett – Treasurer  
Steven Muro – Secretary  
Frank Mezzatesta – Director

Directors Absent:

None

Staff/Counsel Present:

Durrell McAdoo – Water System Superintendent  
Ann DeMartini – Business Consultant  
Lauri Marino – Office Manager  
Jane Usher – Musick Peeler & Garrett – Executive Session Only

**2. Shareholders Public Forum**

No comments were made by shareholders in attendance.

**CONSENT AGENDA**

**3. Minutes**

The minutes of the Regular Meeting and Executive Session of the Board of Directors of January 28, 2025 were presented. On a motion made by Director Steven Muro and seconded by Director Alma Quezada, the Board approved with four ayes and one abstention the following:

**Resolved**, the minutes of the Regular Meeting and Executive Session of the Board of Directors of January 28, 2025, be accepted as presented.

**ACTION ITEM**

**4. Confidential Data Policy**

This policy was created to codify the handling of confidential data and includes written and e-mailed data. A comment was made that the policy as written seems vague and lacks definition, with no authority

delegated. While there is guidance in Crestview's bylaws, Director Dave Stephenson stated that there would be a data officer who would take on an authoritative role. As written, the policy will be reviewed annually and revised as necessary. Discussion ensued. The policy will be reviewed again at the next meeting.

## **INFORMATION ONLY**

### **5. Operations Report**

Superintendent Durrell McAdoo reported that Crestview ceased importing water and that the wells were placed online on February 18, 2025; demands are minimal. The repair to the well to waste line at Well 6 is complete, and the gate at the Treatment Plant was repaired. Operations Staff are conducting winter operations. Hydrant maintenance and valve turning are in process. Superintendent McAdoo noted that the v-ditch at the back of reservoir 3 needs to be repaired; the concrete has failed. Discussion ensued. A question arose regarding safeguarding our reservoirs and equipment. MKN's report will address the safety of Crestview's system. Further discussion ensued. Strategic Planning Committee will work on this issue as well.

### **6. Business Manager's Report**

Business Manager Ann DeMartini reported on the Fox Canyon Watermaster Draft 2024 Basin Report Summary to inform the Board. Ms. DeMartini noted that she is working with the watermaster to correct Crestview's data in the appendix. A summary of proposed AB 367 created by Steve Bennett on heels of Thomas/Mountain Fire for County of Ventura water systems was presented. Crestview has not made an official comment. Discussion ensued; she believes wildfire-related legislation will be forthcoming.

### **7. Treasurer's Report**

Treasurer Laurie Bennett reported on the financial statements for January 2025. Crestview sold more water than budgeted, and more than last year; typically, Crestview has a loss at this time of year. The balance sheet is improving, and the financials look healthy. Ms. Bennett is looking to the Banc of California to increase Crestview's line of credit.

### **8. President's Report**

President Dave Stephenson reported he had no further comment.

### **9. Adjournment**

On a motion made by Director Frank Mezzatesta, seconded by Director Laurie Bennett, and approved unanimously, the regular meeting was adjourned at 6:22 p.m.

**Call to Order – Executive Session at 6:35 p.m.**

**1. Executive Closed Session**

The Board in Executive Closed Session discussed the following matters:

- Personnel Matters – No decisions were made; nothing to report.
- Well #7 Site Selection – Each of the five Board Members will compose and send a Statement of Facts to the corporation's counsel of record.
- Third-Party Contracts – No decisions were made; nothing to report.

**2. Adjournment of Executive Session**

On a motion made by Director Frank Mezzatesta, seconded by Director Laurie Bennett, and approved unanimously, the Executive Session was adjourned at 8:28 p.m.

**Shareholders in Attendance:**

Roger Chittum  
Christopher Ono  
Mike Rolls

Submitted by,

\_\_\_\_\_  
Lauri Marino – Office Manager

Approved by,

\_\_\_\_\_  
Steven Muro – Secretary

\_\_\_\_\_  
Dave Stephenson – President

## BOARD OF DIRECTORS STAFF REPORT

**TO:** CRESTVIEW BOARD OF DIRECTORS  
**FROM:** DURRELL P McADOO, SUPERINTENDENT  
**TOPIC:** WATER SYSTEM SUPERINTENDENT'S REPORT  
**DATE:** March 25, 2025

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**Recommendation:** To receive and file the monthly Water System Superintendent's report. For informational purposes only.

**Background/Analysis:** Below is a list of activities and conditions that Staff encountered associated with the Crestview water system since the last Board Meeting.

Wells 4 and 6 are meeting the demands of the system.

The main gate at the treatment plant has been repaired and is completely functional.

Operations Staff will continue efforts on a valve survey during the months of March-April. During this time, people will experience periodic pressure drops in the system as the valves are actuated. The practice allows Staff to pinpoint any valves that need to be placed in the budget for repair or replacement next year.

Crestview is still in recovery mode from the Mountain Fire. County Environmental has informed us that we can proceed with clean-up of the yard at Well 6. A 20' dumpster will be delivered, and the burned materials will be wrapped and placed in the dumpster for removal.

## MEMORANDUM

TO: The Board of Directors, Crestview Mutual Water Company

FROM: Ann DeMartini, Business Manager

DATE: March 25, 2025

SUBJECT: Transition to New State Water Resources Control Board Cross-Connection Control Plan Program Requirements

### OVERVIEW

- **Transition:** Crestview Water is transitioning to a new regulatory framework mandated by the State Water Resources Control Board, specifically the Cross-Connection Control Policy Handbook (CCCPH).
- **Timeline:** Compliance is required by July 1, 2025.
- **Previous Support:** The County of Ventura previously provided administrative support, which will cease on June 30, 2025.
- **New Responsibilities:** Crestview Water must assume administrative and enforcement responsibilities for the Cross-Connection Control Program.
- **Key Requirements:**
  - Develop and submit a Cross-Connection Control Plan (CCCP) to the State Water Board for approval.
  - Have at least one certified backflow prevention assembly tester on staff **or** contract with one. *Crestview is currently seeking and reviewing bids for outside contractors.*
  - Handle administrative tasks related to backflow device testing and compliance.
  - Conduct a hazard assessment to identify cross-connection hazards.

- **Update on the Status of Crestview Water:**

- Staff is determining which parts of the new CCCP to handle internally and which aspects that are better to formally contract outside. (*Crestview Water is at a service connection level that allows for an outside contractor rather than an on staff certified cross connection expert*). Based on this determination, staff will make a recommendation to the Board for outside contractor proposals and a review and revision of existing job descriptions to include cross-connection control responsibilities.

We are approaching the deadline to transition into the new regulatory framework mandated by the State Water Resources Control Board. This memo outlines the essential requirements that Crestview Water must implement by July 1, 2025, to ensure compliance with the newly adopted Cross-Connection Control Policy Handbook (CCCPH). This update is necessary as the County of Ventura will cease its administrative support services on June 30, 2025.

Prior to this new program, Ventura County handled administrative tasks for our cross-connection control and backflow testing, including customer notifications, document management, and maintaining a tester list. Crestview Water enforced compliance.

Starting July 1, 2025, Crestview Water will assume full responsibility for both administration and enforcement, a significant shift in operations.

### **Key Compliance Requirements by July 1, 2025**

The new Cross-Connection Control Plan (CCCP) replaces Title 17 regulations.

Compliance includes:

1. CCCP Approval: Submit a comprehensive CCCP to the State Water Board before July 1, 2025. A draft is in progress.

2. Tester Capacity: Have a certified backflow tester on staff **or** contract to ensure timely testing of devices. Staff is currently reviewing a submitted contract from SoCal Water Pros.
3. Crestview Water's Responsibility: Manage all administrative tasks, including customer notifications, record-keeping, compliance, tester list (potentially), and enforcement.

### **Recommended Actions for Compliance**

To ensure compliance by July 1, 2025, we recommend:

1. Review and Revise Account Administrator Job Description: Update the description to include CCCP administration for duties that are agreed to be handled internally. The revised description will be presented to the Board.
2. Review and Update Water Utility Operator Job Descriptions: Create new descriptions for duties that are agreed to be handled internally for expanded CCCP responsibilities. Updated descriptions will be presented to the Board.
3. Staff Training and Certification: Determine the capacity within Crestview Water to facilitate certification for interested staff to provide expert oversight, verify tests, and conduct assessments.
4. Hazard Assessment: Conduct a comprehensive hazard assessment using methods like GIS, building records, and surveys. While mandatory, on-site residential inspections are not required, and there is no initial assessment deadline. Staff will review their internal capabilities to handle this aspect of the program.

The new Cross-Connection Control Policy Handbook from the State Water Board brings challenges and opportunities for Crestview Water to make our water supply safer and more reliable. We believe we can transition successfully and keep our water quality high by addressing these requirements proactively and working together.



## MEMORANDUM

TO: The Board of Directors, Crestview Mutual Water Company

FROM: Ann DeMartini, Business Manager

DATE: March 25, 2025

SUBJECT: Update on the Annual Shareholders Meeting.

Staff recommends scheduling the Annual Shareholders Meeting for late May to provide for testing of a new way of holding the annual meeting election using ElectionBuddy software as a service.

Staff believes that ElectionBuddy is able to comply with the Crestview Election Manual based on a review of its capabilities and discussions with ElectionBuddy representatives. Here's a summary of the key aspects of integrity for running a Non-Profit Mutual Water Company election using ElectionBuddy's pro services:

- **Voter Authentication and Eligibility:** ElectionBuddy ensures only eligible members can vote through personalized and unique voting keys with strong 256-bit encryption. You can also implement a second layer of security with a password or phone confirmation. Their platform allows for easy integration and management of your voter list, ensuring only verified members receive ballots.
- **Ballot Security and Anonymity:** ElectionBuddy provides anonymous voting, meaning individual votes cannot be linked back to the voter, maintaining confidentiality. Results can also be hidden until the election concludes, preventing any undue influence.
- **Transparency and Auditability:** The platform offers a comprehensive election audit feature, allowing for the observation and auditing of voter ballots and results. This ensures that votes are correctly cast and helps prevent election

fraud. Clear reports and graphs of the results are also available. For added assurance, ElectionBuddy offers independent verification services through a neutral third party.

- **Compliance and Best Practices:** ElectionBuddy has a strong security culture built over years of experience, utilizing industry best practices. For organizations in California (like some mutual water companies), ElectionBuddy can act as an independent Inspector of Elections, ensuring adherence to relevant regulations and governing documents.
- **Features Tailored for Nonprofits and Cooperatives:** ElectionBuddy supports features relevant to mutual water companies, such as weighted voting (if applicable based on the Crestview rules), customizable ballots for electing board members or voting on important issues like bylaw amendments. They also facilitate proxy voting if your bylaws permit.
- **Multi-Channel Communication and Tracking:** ElectionBuddy allows you to reach your members through multiple channels, including email, mail, and text messages, with personalized notices. The platform provides tracking of who has voted and sends automated reminders to those who haven't, promoting higher participation.
- **Comprehensive Reporting and Management:** Administrators have access to tools for managing the voter list, viewing voting progress, and generating various reports, ensuring a transparent and well-documented election process.

**FISCAL IMPACT:** The base services for the professional election is just under \$2K. With the addition of an **ElectionBuddy Expert** to serve in the capacity of onsite, in person, Election Inspector, in accordance with Crestview's election manual, that would be an additional charge. There are other extra charges for mailed ballots, which are

based on pieces mailed. It is expected that the fees related to this system are substantially lower than other third party services.

## **NEXT STEPS**

- Finalize the appropriateness of the ElectionBuddy suitability in relation to the current Crestview Water Election Manual.
- Develop and coordinate a “test election” with Crestview staff, Board Members and volunteers.
- Based on the results of the test election, either roll out ElectionBuddy or engage a local qualified third party election management company.
- **Propose to hold the Annual Shareholder Meeting on Tuesday, May 27, 2025 at 5:30 PM to accommodate the testing of the new election management platform. (This is for information only and does not require a vote).**

By leveraging these features within Election Buddy's pro services, Crestview Water can run an election with a high degree of integrity, ensuring fairness, security, and transparency for all shareholders. Using an online election platform, Crestview staff hopes to increase voter turnout to obtain a quorum and enhance the overall election experience while taking advantage of advanced technologies.

Crestview Mutual Water Company <b>February 2025 AF and Financial Summary</b>	February 2025		%	February 2024		Reason for Variance
	Actual	Budget		Variance	Actual	
Water Sales in Acre Feet	137,139	67,980	102%	86,030	59%	2024/2025 is abnormally dry and warm
Water Production (+Calleguas) in Acre Feet	148,572	71,380	108%	91,717	62%	Now off of Calleguas Water
Percent Non-Revenue Water	8.34%	5%		7%		High % is caused by timing differences
<i>Higher than normal non-revenue water for February 2025 is due to timing differences between reading meters and the Calleguas Meter</i>						
Water Sales and Service Fees	\$ 372,098			WY24-25 686.48		New Crestview Fox Canyon GMA Allocation 24/25
Interest and other income	\$ 13,148			10-24 use 76.474		No Calleguas Water imports
<b>Total Revenue</b>	<b>\$ 385,246</b>			11-24 use 17.499		47 AF of Calleguas Water Imported
Power	\$ 23,655	Refer		12-24 use 0		60.304 AF of Calleguas Water Imported
Other Operating Costs & Mountain Fire Costs	\$ 321,556	to detailed		1-25 use 0		58.751 AF of Calleguas Water Imported
Employee Related Costs	\$ 148,371	report		2-25 use 16.636		12.9 AF of Calleguas Water Imported
General Insurance	\$ 9,463	on the		3-25 use		
Taxes, Permits and Licenses	\$ 14,636	following		4-25 use		
General and Administrative Costs	\$ 34,540	pages		5-25 use		
Legal and Accounting Services	\$ 63,964			6-25 use		
<b>Total Costs</b>	<b>\$ 616,185</b>			7-25 use		
Depreciation	\$ 48,212			8-25 use		
Capital Improvement Projects	\$ -			9-25 use		
<b>Grand Total Costs</b>	<b>\$ 664,397</b>			Remaining 575.871		Water Year is October 1, 2024 - September 30, 2025
Excess (Loss) Revenues over Expenses	\$ (279,151)			<b>Total remaining allocation for the 2024/2025 Water Year in AF</b>		
<b>Excluding Depreciation</b>	<b>\$ (230,939)</b>			Use is Well Pumping		
<b>February 2025 Balance Sheet Summary</b>						
<b>The cash balance decreased from the prior month's balance of \$1,598,540 by \$64,928</b>						
<b>Assets</b>	2/28/25	2/28/24		Change	% Change	Reason for Variance
Cash and Cash Equivalents - Note	1,466,752	1,314,796		151,956	12%	Improvement in Balance Sheet
Accounts Receivable	105,980	54,813		51,167	93%	Higher water sales than prior year
Other Current Assets	10,481	37,992		(27,511)	-72%	Expensing of prepaid items
Restricted Cash	200,000	200,000		0	0%	
Net Fixed Assets	3,974,133	4,157,908		(183,775)	-4%	Effect of depreciation
<b>Total Assets</b>	<b>5,757,347</b>	<b>5,765,509</b>		<b>(8,163)</b>	<b>0%</b>	
<b>Liabilities and Equity</b>						
Accounts Payable (Note)	129,417	81,252		48,165	59%	Mainly purchased water invoice
Other Current Liabilities	87,217	45,619		41,598	91%	
Long Term Liabilities (Loans)	0	(6,911)		6,911		
<b>Total Liabilities</b>	<b>216,633</b>	<b>119,960</b>		<b>96,673</b>	<b>81%</b>	
Equity	5,540,713	5,645,549		(104,836)	-2%	
Note, Legal invoice totalling \$26,879 not included in AP						
<b>Total Liabilities and Equity</b>	<b>5,757,347</b>	<b>5,765,509</b>		<b>(8,163)</b>	<b>0%</b>	
<b>Note - About \$1,126,794 is being held in a sweep acct earning 1.3%, with \$506,387 in a high yield 3.3% acct. Active \$250K LOC.</b>						

Description	Budget FY2024	Budget FY2025	Actual Feb 2025 FYTD	Remaining FY25 Budget	Budget Feb 2025 FYTD	\$ Diff Act to Bud Feb 25 FYTD	% Diff Act to Bud Feb 25 FYTD	Notes to Financial Statements for difference between budget and actual for February 2025 Fiscal Year to Date (FYTD)
<b>AF Sold (Average 95% of AF Pumped)</b>	<b>600.000</b>	<b>715.000</b>	<b>137.139</b>	577.861	92.142	44.997	49%	Sold 49% more water than budgeted to sell Fiscal Year 2025 to Date
<b>AF Pump</b>	628.642	<b>686.480</b>	<b>16.636</b>	669.844	59.117	-42.481	-72%	Expected to be pumping but taking Calleguas Water Early
<b>AF Purchased From Calleguas</b>		64.27	131.936	-67.67	37.63	94.306	251%	Planned to start purchasing 64.27 or more AF of water in FY25 due to allocation reduction and due to the fire Crestview is taking it earlier in the year due to impacts of the Mountain Fire. Because of continued dry, windy and hot weather, continued taking more Calleguas Water than previously expecting to.
Water Sales Projected	\$ 1,247,521	\$ 1,793,935	\$ 274,944	\$ 1,518,991	\$ 231,185	\$ 43,759	19%	The lowering of the tiers from 8KG to 7KG plus higher than projected water sales
Service Availability (tied to shares)	\$ 270,000	\$ 387,588	\$ 97,154	\$ 290,434	\$ 96,897	\$ 257	0%	
	\$ 1,517,521	\$ 2,181,523	\$ 372,098	\$ 1,809,425	\$ 328,082	\$ 44,016	13%	
<b>Other Income</b>								
Field Services	\$ 3,600	\$ 3,600	\$ 170	\$ 3,430	\$ 900	\$ (730)	-81%	Budget is applied evenly across the year and some month's amounts can differ greatly but the total year is looked at for budgeting this type of account.
Transfer Fees	\$ 1,200	\$ 1,200	\$ 200	\$ 1,000	\$ 300	\$ (100)	-33%	Same as above
Interest Income	\$ 36,000	\$ 36,000	\$ 12,779	\$ 23,221	\$ 9,000	\$ 3,779	42%	Same as above
Sub-Total	\$ 40,800	\$ 40,800	\$ 13,149	\$ 27,651	\$ 10,200	\$ 2,949	29%	
Total Revenue	\$ 1,558,321	\$ 2,222,323	\$ 385,246	\$ 1,837,077	\$ 338,282	\$ 46,964	14%	The lowering of the tiers from 8KG to 7KG plus higher than projected water sales. February 2025 was a normal level for this time of year.
<b>Power Costs tied to water use</b>								
Power	\$ 174,346	\$ 245,591	\$ 23,655	\$ 221,936	\$ 23,218	\$ 437	2%	Invoices are not fully represented.
<b>Other Operational Related Costs</b>								
Mountain Fire	\$ -		\$ 36,962	\$ (36,962)	\$ -	\$ 36,962	100%	Costs directly associated with the Mountain Fire
Repairs - Unanticipated	\$ 36,000	\$ 36,360	\$ 13,709	\$ 22,651	\$ 9,090	\$ 4,619	51%	Budget is applied evenly across the year and some month's amounts can differ greatly but the total year is looked at for budgeting this type of account. The main gate at the Treatment Plant required repair.
Repairs - Scheduled	\$ 24,000	\$ 48,000	\$ 164	\$ 47,836	\$ 12,000	\$ (11,836)	-99%	Significant scheduled repairs have not occurred.
Supplies	\$ 10,000	\$ 10,100	\$ 2,550	\$ 7,550	\$ 2,526	\$ 24	1%	Budget is applied evenly across the year and some month's amounts can differ greatly but the total year is looked at for budgeting this type of account.
Auto Expenses	\$ 11,500	\$ 12,075	\$ 2,661	\$ 9,414	\$ 3,018	\$ (357)	-12%	
Water Purification	\$ 38,179	\$ 38,000	\$ 6,446	\$ 31,554	\$ 9,501	\$ (3,055)	-32%	Budget is applied evenly across the year and some month's amounts can differ greatly but the total year is looked at for budgeting this type of account. Also taking Calleguas Water reduced this expense.
Water Purchased		\$ 136,837	\$ 254,287	\$ (117,450)	\$ 18,115	\$ 236,172	1304%	Budget amount relates to the Ready to Serve Charge but Calleguas Purchases were budgeted to occur starting in January or February of this year. As noted before, we had more Calleguas Water purchased than expected.
Water CRC (NA for purchases 10-1 to 4-30)		\$ -	\$ -	\$ -	\$ -	\$ -	0%	As long as Crestview takes water between Oct 1st and Apr 30th they do not have to pay a CRC to Calleguas (Capital Reservation Charge) which would be an estimated \$85K in additional expense annually.
Water Purchased RTS	\$ 21,520	\$ 19,305	\$ 4,776	\$ 14,529	\$ 4,776	\$ -	0%	The RTS to Calleguas (Readiness to Serve) is a service fee to be ready to deliver water to Crestview. The charge for 2025 is expected to be \$1592 per month, slightly lower.
Sub-Total	\$ 141,199	\$ 300,677	\$ 321,556	\$ (20,878)	\$ 59,026	\$ 262,530	445%	Increased operational costs due to early purchases of Calleguas and Mountain Fire costs.
<b>Employee Related Costs</b>								
Workers Comp Insurance	\$ 16,500	\$ 17,160	\$ 5,075	\$ 12,085	\$ 6,504	\$ (1,429)	-22%	
Salary	\$ 415,550	\$ 432,172	\$ 107,874	\$ 324,298	\$ 105,108	\$ 2,767	3%	
Payroll Taxes	\$ 33,250	\$ 34,580	\$ 8,339	\$ 26,241	\$ 8,041	\$ 299	4%	

Description	Budget FY2024	Budget FY2025	Actual Feb 2025 FYTD	Remaining FY25 Budget	Budget Feb 2025 FYTD	\$ Diff Act to Bud Feb 25 FYTD	% Diff Act to Bud Feb 25 FYTD	Notes to Financial Statements for difference between budget and actual for February 2025 Fiscal Year to Date (FYTD)
Group Medical Insurance	\$ 63,050	\$ 65,572	\$ 17,744	\$ 47,828	\$ 17,969	\$ (226)	-1%	
Pension Expense	\$ 37,400	\$ 38,896	\$ 9,338	\$ 29,559	\$ 9,425	\$ (87)	-1%	
Sub-Total	\$ 565,750	\$ 588,380	\$ 148,371	\$ 440,009	\$ 147,047	\$ 1,324	1%	Close to budget.
<b>Insurance</b>								
General Insurance	\$ 35,100	\$ 37,690	\$ 9,463	\$ 28,227	\$ 9,423	\$ 40	0%	Close to budget.
<b>Taxes, Permits and Licenses</b>								
Taxes & Permits	\$ 2,500	\$ 2,525	\$ -	\$ 2,525	\$ 630	\$ (630)	-100%	Budget is applied evenly across the year and some month's amounts can differ greatly but the total year is looked at for budgeting this type of account.
Sewer Discharge Fees	\$ 240	\$ 242	\$ 24	\$ 219	\$ 71	\$ (48)	-67%	Same as above
Regulatory Compliance * Estimate	\$ 44,145	\$ 82,000	\$ 10,215	\$ 71,785	\$ 20,499	\$ (10,284)	-50%	Same as above
Taxes and Licenses	\$ 25,375	\$ 25,629	\$ 4,397	\$ 21,232	\$ 6,408	\$ (2,011)	-31%	Budget is applied evenly across the year and some month's amounts can differ greatly but the total year is looked at for budgeting this type of account.
Sub-Total	\$ 72,260	\$ 110,396	\$ 14,636	\$ 95,760	\$ 27,608	\$ (12,972)	-47%	
<b>General and Administrative</b>								
Outside Services	\$ 127,200	\$ 137,200	\$ 11,758	\$ 125,442	\$ 34,299	\$ (22,541)	-66%	Invoices are not be fully represented
Computer Expense - Operations	\$ 5,025	\$ 31,500	\$ 4,215	\$ 27,285	\$ 7,875	\$ (3,660)	-46%	Same as above
Telephone & Telemetry	\$ 10,500	\$ 10,605	\$ 3,049	\$ 7,556	\$ 2,652	\$ 397	15%	Slightly higer cost than budgeted
Unanticipated Contingencies	\$ 3,000	\$ 3,000	\$ -	\$ 3,000	\$ 750	\$ (750)	-100%	Budget is applied evenly across the year and some month's amounts can differ greatly but the total year is looked at for budgeting this type of account.
Office Utilities	\$ 4,140	\$ 4,181	\$ 822	\$ 3,359	\$ 1,044	\$ (222)	-21%	Invoices may not be fully represented
Fiber Optic Internet	\$ 2,040	\$ 2,060	\$ 681	\$ 1,380	\$ 516	\$ 165	32%	Higher cost than budgeted
Computer Expense	\$ 5,150	\$ 5,202	\$ 1,824	\$ 3,377	\$ 1,299	\$ 525	40%	Budget is applied evenly across the year and some month's amounts can differ greatly but the total year is looked at for budgeting this type of account.
Office Expense	\$ 6,600	\$ 6,666	\$ 2,763	\$ 3,903	\$ 1,668	\$ 1,095	66%	Purchased new office equipment and furniture.
Dues and Subscriptions	\$ 3,995	\$ 4,395	\$ 2,687	\$ 1,708	\$ 1,098	\$ 1,589	145%	Budget is applied evenly across the year and some month's amounts can differ greatly but the total year is looked at for budgeting this type of account.
Seminars & Training	\$ 5,000	\$ 5,050	\$ 891	\$ 4,159	\$ 1,263	\$ (372)	-29%	Same as above
Telephone	\$ 2,340	\$ 2,363	\$ 693	\$ 1,671	\$ 591	\$ 102	17%	Higher cost than budgeted
Meeting Costs	\$ 11,000	\$ 11,110	\$ 1,525	\$ 9,585	\$ 2,778	\$ (1,253)	-45%	Budget is applied evenly across the year and some month's amounts can differ greatly but the total year is looked at for budgeting this type of account.
Bank Fees	\$ 2,500	\$ 2,525	\$ 2,266	\$ 259	\$ 630	\$ 1,636	260%	Budget is applied evenly across the year and some month's amounts can differ greatly but the total year is looked at for budgeting this type of account.
Postage	\$ 3,720	\$ 3,757	\$ 1,368	\$ 2,389	\$ 939	\$ 429	46%	Increased mailings during January 2025
Sub-Total	\$ 192,210	\$ 229,614	\$ 34,543	\$ 195,072	\$ 57,402	\$ (22,859)	-40%	Lower than budgeted Outside Services
<b>Legal and CPA Fees</b>								
Professional Fees	\$ 111,900	\$ 188,125	\$ 63,964	\$ 124,161	\$ 45,780	\$ 18,184	40%	Refer to below notes:
Accounting	\$ 7,400	\$ 11,000	\$ 6,500	\$ 4,500	\$ 2,751	\$ 3,749	136%	Budget is applied evenly across the year and the invoice arrives in late Spring.
Adjudication	\$ 18,000	\$ 18,000	\$ 3,383	\$ 14,617	\$ 4,500	\$ (1,117)	-25%	Budget is applied evenly across the year and some month's amounts can differ greatly but the total year is looked at for budgeting this type of account. Adjudication is a continuing issue to be reviewed.
Employee Handbook	\$ 2,500	\$ 2,525	\$ -	\$ 2,525	\$ 630	\$ (630)	-100%	
Election/Annual Meeting	\$ 19,000	\$ 5,000	\$ 1,497	\$ 3,503	\$ -	\$ 1,497	100%	

Description	Budget FY2024	Budget FY2025	Actual Feb 2025 FYTD	Remaining FY25 Budget	Budget Feb 2025 FYTD	\$ Diff Act to Bud Feb 25 FYTD	% Diff Act to Bud Feb 25 FYTD	Notes to Financial Statements for difference between budget and actual for February 2025 Fiscal Year to Date (FYTD)
General Counsel	\$ 65,000	\$ 151,600	\$ 52,584	\$ 99,016	\$ 37,899	\$ 14,685	39%	Budget is applied evenly. Increased costs relate to the Adhoc committee review of the Mountain Fire incident along with regular company business.
<b>Non-Cash Expenses</b>								
Administrative Depreciation	\$ 10,704	\$ 10,800	\$ 2,677	\$ 8,123	\$ 2,700	\$ (23)	-1%	
Operational Depreciation	\$ 173,739	\$ 181,000	\$ 45,535	\$ 135,465	\$ 45,249	\$ 286	1%	
Sub-Total	\$ 184,443	\$ 191,800	\$ 48,212	\$ 143,589	\$ 47,949	\$ 263	1%	Close to budget.
<b>Total Costs</b>	\$ 1,477,207	\$ 1,892,274	\$ 664,397	\$ 1,227,876	\$ 417,453	\$ 246,944	59%	Increased actual costs are the result of timing difference in taking Calleguas Water and expenses related to the Mountain Fire. Calleguas Water Purchases ceased mid February which will lower costs during the year.
Deduct Depreciation	\$ 184,443	\$ 191,800	\$ 48,212	\$ 143,589	\$ 47,949	\$ 263	1%	
<b>Total Cost Cash Basis</b>	\$ 1,292,764	\$ 1,700,474	\$ 616,186	\$ 1,084,288	\$ 369,504	\$ 246,682	67%	
<b>Capital Improvement Projects</b>								
General Capital Projects	\$ 265,557	\$ 600,000	\$ -	\$ 600,000	\$ 150,000	\$ (150,000)	-100%	No captital purchases posted to date.
<b>Grand Total Costs</b>	\$ 1,558,321	\$ 2,300,474	\$ 616,186	\$ 1,684,288	\$ 519,504	\$ 96,682	19%	February invoices are not fully represented, expenses are higher through February than stated.
<b>Cash Basis:</b>								
<b>Excess (Loss) Revenues over Expenses</b>	\$ (0)	\$ (78,151)	\$ (230,939)	\$ 152,789	\$ (181,222)	\$ (49,717)	27%	The proforma projection indicates a surplus at the end of the Fiscal Year and the finances appear to be staying healthy.

	Water	Water	Budgeted	% of Water	% of
Date	Production	Sales	Sales	Sold	Budgeted Sales
	MG	MG	MG		
Dec	19.650	17.698	11.538	90.1%	53%
Jan	19.144	17.503	6.808	91.4%	157%
Feb	9.618	9.486	11.679	98.6%	-19%
Mar	0.000	0.000	6.241	#DIV/0!	-100%
Apr	0.000	0.000	16.092	#DIV/0!	-100%
May	0.000	0.000	20.596	#DIV/0!	-100%
Jun	0.000	0.000	22.853	#DIV/0!	-100%
Jul	0.000	0.000	30.845	#DIV/0!	-100%
Aug	0.000	0.000	27.217	#DIV/0!	-100%
Sept	0.000	0.000	26.954	#DIV/0!	-100%
Oct	0.000	0.000	28.913	#DIV/0!	-100%
Nov	0.000	0.000	23.247	#DIV/0!	-100%
<b>Totals</b>	<b>48.412</b>	<b>44.687</b>	<b>232.983</b>	<b>92.3%</b>	<b>-80.82%</b>

